

OWASIPPE SCOUT CAMPS

MANUAL FOR THE CLERICAL STAFF

THE ORGANIZATION OF THE OWASIPPE SCOUT CAMPS

The management of the Owasippe Scout Camps is headed by the Chief Camp Director, whose work is divided into administrative and program divisions, each headed by an Assistant Chief Camp Director. The administrative division is divided into the following departments:

1. Clerical The Chief Clerk
2. Maintenance The Custodian
3. Post Office The Postal Clerk
4. Distribution The Distribution Officer
 - a. Store Asst. Distribution Officer
5. Commissary The Commissary Officer

CLERICAL DUTIES

Clerical duties in all Camps have to do with:

1. The handling of funds
2. The keeping of records

The clerical staff in the local camps is responsible to the general organization for those policies which are adopted for all Owasippe Camps and to the local Camp Director for those policies which apply to the local camp only. It will look to the Chief Clerk for leadership in matters of finance and records and to the Assistant Distribution Officer in the matter of store operation.

THE BRANCHES OF CLERICAL WORK

The Clerical Staff will find its work falling under these classifications:

1. The Bank
2. The Daily Return
3. The Store
4. The Registration System
5. Advancement Records
6. Miscellaneous duties

These different branches of work will now be explained separately and in detail.

PROCEDURES FOR THE FIRST DAY OF A PERIOD

Before the Scouts arrive, a Tent Assignment Card (Form 86) should be made out for each tent in each site in the Camp. Keep the cards in each site separate.

Count out enough Bank Deposit envelopes for each site (allow a few extra) and put them with the Tent Assignment Cards in a large envelope.

The Local Camp Director will turn over to the Clerk the registration (F.166) and on the reverse side the General Information Card (F.173). The Scout and Leader cards for each Troop are to be placed in their respective large envelope with the Tent Assignment Cards. The Troop Guide will give each Scout and Leader his card. These cards are to be filled out immediately and collected by the Guide. Cards of persons not appearing are to be kept separate. As soon as the Troop is checked in by the Troop Guide and he has collected (1) Bank Deposit, (2) Registration and General Information Card, and (3) Tent Assignment Cards he will personally take all this

material to the Clerk. This is our first population check.

BANK DEPOSITS

When the Scouts arrive in the dining hall after their trip from Chicago, they will be seated by Troops and the Troop Guide of each group will be in charge of the bank deposits and the collection of Registration and General Information Cards from that Troop. The Troop Guide should have been instructed in this duty at the Staff Meeting held earlier in the afternoon.

Suggested Procedure:

1. Give each Scout and Leader his Registration and General Information Card (F. 166 & F.173). Have them filled out at once.
2. Give a bank deposit envelope to each Scout and Volunteer Leader.
3. Explain how the bank envelopes are to be filled out:

Spaces are provided on the outside for the name to be printed, for the amount of the deposit to be filled in, and for the signature.

Each Scout and Leader must fill out a bank deposit envelope, regardless of whether or not he plans to deposit money. If he does not place money in the envelope, have him write the word "none" in the place provided for the amount deposited.

Each person may keep whatever change he has, as long as it does not amount to more than one dollar, and put the rest of his money in the bank envelope.

4. Start with the boy seated next to you, and get from him his bank envelope and his Registration and General Information Card. Count the money, be sure the amount is the same as the figure on the outside of the envelope, place the money in envelope, seal and then sign the envelope as receiving the deposit. Tear off receipt stub and give it to depositor after filling in the information required. This is the boy's receipt for his money. Proceed in this manner around the table, letting the boys and leaders remain seated.

Be sure that you have a Registration and General Information Card and a bank envelope for each person, including the Leaders.

5. Put a rubber band around the cards. Take the bank envelopes and the cards and hand them to the Clerk.

When the money is turned over to the Clerk, he should open up the envelopes, one at a time, in batches of ten. When an envelope is opened, the cash should be counted and the amount of the deposit recorded on the envelope by the Troop Guide must agree with the cash. Check if it balances.

When ten envelopes have been opened, they should be totaled and this should agree with the amount of money taken out of them. After each batch of ten envelopes is found to check, the money may be put in a general pile. When all the envelopes have been opened, they should be totaled and the money counted. The two amounts must agree. By working with batches of ten, it is possible to catch errors easily.

Where there are discrepancies between the actual cash in an envelope and the amount the person has written on the outside, be sure to check with the person. Unreadable envelopes must be returned for classification before opening.

The cash received should be wrapped in coin and bill wrappers. The bills should be in bundles of fifty dollars and all the bills should face the same direction. Where there are not enough bills to make a complete fifty dollar bundle, don't use a bill wrapper, use a paper clip. The coins should be placed in piles of ten and then recounted before rolling them up in coin wrappers. Be absolutely sure that each roll contains its full quota of coins. If there are not enough do not use a wrapper.

Find the total amount of bills and then enter the sum on the Whitehall State Bank deposit slips in triplicate. Then list the amount of coins and enter that figure. Each check must be listed separately on the deposit slips indicate the city from which the checks originated. Make sure that all checks and money orders are properly endorsed, for if they are not endorsed they are worth nothing. The total amount of the deposit slips is then entered on the Daily Return and the first two copies of the deposit slips are sent in with the Return. The second copy will be returned by the Chief Clerk with his initials after the money has been checked.

Occasionally, Scouts will receive money from home. If they deposit this money, handle it in the same manner described above. Fill out the deposit slips at the end of the day and enter the amount on the Daily Return.

The Clerk may cash checks and money orders from his store receipts, but not his Bank Withdrawal Fund. There should be enough money in store receipts at the end of the day to cash most checks. If, at this time it is not possible to cash them, have the people take their checks to the Owasippe Office to be cashed. At no time is the money in the Bank Withdrawal Fund to be used to cash checks. This fund is only to be used for giving money to Scouts who desire to make withdrawals from their bank accounts.

Where checks or money orders are not made payable to the Owasippe Scout Camps or to the Boy Scouts of America, they should be endorsed this way: "Pay to the Owasippe Scout Camps". Under this the person is to put his signature. Make sure that this endorsement is put on the left end of the check or money order.

On the second day of the period, the Bank Deposit envelopes should be put in alphabetical order. These envelopes represent the local Clerk's only record of an individual's deposit -- make sure none of them are lost.

BANK WITHDRAWAL FUND

A Bank Withdrawal Fund of seventy-five (\$75.00) dollars is kept in each Camp and since this fund is a part of the amount on deposit for the Scouts, it should be disbursed only when chargeable to Scouts' Special Account, and not by withholding deposits. All funds must first be deposited and then withdrawn by check. On the first night of the period, the Clerk submits a check for the full amount of the fund to the Chief Clerk.

This withdrawal is shown on the Daily Return and is accompanied by an Order for Currency (Form 18), wherein the Clerk sets forth the denomination of currency he desires to make up the fund. The Order is submitted in duplicate.

BANK WITHDRAWALS

If a Scout has spent all the money he originally retained, he may make a withdrawal from the bank. This is done by having him sign a Bank Withdrawal receipt for the money (preferably not more than a dollar). The bank withdrawal receipt should be filled out in duplicate. The second copy of the receipt should be put in the cash box to replace the cash given to the person. The first copy of the receipt should be put in the Scout's bank envelope and the amount should be deducted from the deposit written on the outside of the envelope.

END OF PERIOD WITHDRAWALS:

On the next to the last evening of the period, the Clerk is to prepare the Order for Withdrawal (Form 90). On this form he is to list, alphabetically, the names of all Scouts who have any money left in the bank. The accuracy of the deductions on the Bank Deposit envelopes should be checked carefully and the final balance listed after each individual's name on Form 90. After each name, indicate the various coins that are needed, and bills also, in order to give the person his exact change. When determining the denominations of the coins to be used, allow for plenty of small coins, so that when the Scouts buy merchandise at the store on the last day, there is plenty of small change. If this is not done, there will be considerable difficulty in cashing the large coins and bills.

Total the number of coins needed of each denomination and deduct from this number the money that is left in the Bank Withdrawal Fund. The final balance should be the same amount that the balance in the check book shows. The Order for Currency (F.18) should then be filled out; here is listed the total number of coins and bills of each denomination that are needed. A check is then written to cover this amount and it should clear out the balance in the check book completely.

The Order for Withdrawal (Form 90), the Order for Currency (Form 18), the Bank Withdrawal Receipts, and the check, should all be taken to the Chief Clerk on the next to the last night of the period. The Chief Clerk will go to the bank the following morning and draw out the money and it will be distributed to the camps in the afternoon by the Administration Director.

The money can be returned to the Scouts on the afternoon of the last full day of the period. The money can be distributed by having those whose last names begin with letters from A to K call for their money between 3:00 and 3:45 P.M. while those from L to Z could call for theirs from 3:45 to 4:30 P.M. This is merely a suggested method - it does not have to be done this way. It has been found that this method eliminates some of the congestion.

As the Scout comes to the window to receive his money, have him sign his name on the bank envelope so the signature can be compared. As he is writing his name, check Form 90 and get his change ready. When the Scout has been paid his name should be crossed off the form and his bank envelope put back in alphabetical order. These envelopes should be kept for at least one period in case of any difficulty. Do not allow a Scout to draw out money for another Scout - each person must make his withdrawal in person.

Stayovers should re-deposit their money in the same manner as new arrivals.

THE DAILY RETURN:

The medium of financial control between the local clerical staff and the Owasippe Office is the Camp's Daily Return (Form 19), a comprehensive report of the transactions transpiring daily in each camp. The return is prepared daily in each camp by the Clerk and is sent to the Chief Clerk the following morning, along with the funds and supplementary forms supporting it.

The Return should be filled out in triplicate. The first two copies are sent to the Chief Clerk and the third is kept by the local Clerk. After the Chief Clerk has checked the Return, he will sign the copies and return the second copy to the local camp. In the following sections dealing with the handling of funds, the Daily Return shall be referred to from time to time in explanation of its relation to each type of transaction.

The deposit and Daily Return of the first day of the period must be taken to the Owasippe Office by the Clerk as soon after supper as he can. Someone should accompany him to the Office. The money will be counted by the Chief Clerk in the presence of the local Clerk and he will initial the second copy of the deposit slip and return it to the Clerk. The returns for the rest of the period should be sent to the Chief Clerk by way of the Camp truck driver, who delivers the mail to you each day.

STORE SALES:

Cash is the medium of exchange at the camp stores. It is suggested that the Scouts limit their purchases of candy in one day to ten cents, but there is no limit on merchandise. The cash should be totaled at the end of the day and the amount entered on the Daily Return. The Clerk should issue a miscellaneous receipt to the storekeeper for the total amount of the day's sales. The first copy of the receipt is sent in with the Daily Return, the second copy is given to the storekeeper and the third copy is kept by the Clerk. Handicraft kits will be sold by the Store this year. There will be no sales made elsewhere.

MEAL TICKETS:

When visitors wish to eat at Camp they must purchase a meal ticket from the Clerk prior to their eating. The Clerk will write the name of his Camp on the ticket and indicate the price of the meal; he should also initial the ticket. The first copy of the receipt is sent in, along with the money, with the Daily Return; the second copy is given to the visitor who will surrender it to the Steward during the meal; the third copy is kept by the Clerk. If a person is going to stay for more than five meals, a board receipt should be used instead of meal ticket. The rates for Visitors' meals are:

Breakfast	50¢
Dinner (heavy meal of day)	85¢
Supper (light meal of day)	75¢
Sunday dinner	\$1.00

The rates for children under 12 years of age are:

Breakfast	35¢
Dinner	50¢
Supper	50¢
Sunday Dinner	65¢

EXTRA DAYS

If someone stays at Camp for an extra day or two, or if a visitor wishes to stay, the rate is \$1.60 per day. This rate includes three consecutive meals and overnight lodging. The three consecutive meals may be entered on a single meal ticket but if the person is staying for more than five meals, use a board receipt.

REGISTERED SCOUTERS RATE FOR 1946

All Scouters (of any registered capacity) pay a special flat rate of \$1.00 per day of three meals, plus overnight. They live in the boys' camps.

BOARD RECEIPTS

Where a person has not paid his board before arriving at Camp, or where he is staying a second period, the Clerk will be notified to collect the board payment. Upon receipt of the payment, the Clerk will issue a board receipt (Form 20). The first two copies of the receipt are sent in with the Daily Return and the third copy is given to the Scout. If an error is made in filling out a receipt, do not erase - instead, mark all three copies VOID and send them in to the Owassippe Office.

RESERVATIONS

There must be a reservation fee of \$2.00 for each period the Scout is in Camp. The same type of receipt that was used for board payments is used for reservations.

MISCELLANEOUS RECEIPTS

When the Clerk receives money for canoe trips, damaged equipment, special trips, etc., he is to issue a miscellaneous receipt for the money. The first copy is to be sent with the Daily Return (along with the money); the second copy is given to the person and the third copy is kept by the Clerk. The purpose of the receipts should be indicated on the Return.

THE COMPLETE DAILY RETURN

If Board or Reservation receipts have been taken, the numbers of the receipts are entered on the Return and the amount entered in the amount column. The next item on the Return is for miscellaneous receipts. Where the receipts are for various items (cance trips, damaged equipment, stayover fees, trips, etc.) the receipts in each group are to be listed on a separate line and the receipt numbers within the group listed opposite their descriptions. The sums of the individual items are entered in the amount column.

The numbers on the meal ticket receipts are entered on the Return and the sum entered in the amount column. The miscellaneous receipts for the Store Sales should be entered in its respective space and the amount put in the amount column. If there is a bank deposit, the sum should also be entered on the Return. The balance in the local Clerk's check book should be indicated in each Daily Return. This balance should agree, at all times, with the one that the Chief Clerk keeps for each Camp.

DISTRIBUTION OF RECEIPTS

Reservation receipts & Board receipts	3 copies	1. To Owasippe Office 2. To Owasippe Office 3. To Scout
Miscellaneous Receipts	3 copies	1. To Owasippe Office 2. To Scout 3. Retained by Clerk
Meal Tickets	3 copies	1. To Owasippe Office 2. To Visitor (picked up by Steward) 3. Retained by Clerk
Store & Handicraft	3 copies	1. To Owasippe Office 2. Storekeeper 3. Retained by Clerk

All receipts are totaled on the Return and should be accompanied by an equal amount of money; either in cash or checks. Deposits to the savings account are not included in this total, but the cash in support thereof should also accompany the Return.

Receipts are issued in numerical sequence and must be kept that way. Each camp is charged with certain receipts and if an error is made on a receipt, all three copies should be marked VOID. These copies should still be distributed as mentioned above, so that the numerical sequence can be maintained by the various people who receive the receipts. If a board receipt is voided, do not give a copy to the Scout.

BOARDReservation Fees:

Boy's Camps	\$2.00 per period
Family Camp	\$2.00 per period

Board Fees:Per Period

B Boy's Camps	\$21.50
Additional periods for individuals or boys with Troop	23.00
Out of town Scouts	26.00
Wilderness Campers Rate	17.00

Rates for Short Periods at Owasippe Scout Camps

4th period at Belnap	18.50
Family Camp at Belnap	15.00
4th Period at West	18.50
4th Period at Wilderness	16.00

Stayover rates for additional period 23.00

Board Fees - Family CampDay RateRegular Period FEE

Adults and children 10 years & over	\$1.60	\$21.50
Children three to nine years, inc.	1.00	15.50
Children under 3 years	.60	9.00

The Leaders' Family Camp rate will be reduced 10% for an all season stay; the reduction to be credited to the last period's board.

REFUNDS

A fifteen day period is used as the basis in making refunds to Scouts who are unable to complete their stay at camp. If a camper leaves before the noon meal, that day will be counted in the refund.

The following is a schedule to facilitate the figuring of amounts:

1 day	\$1.43	6 days	\$8.58	11 days	\$15.73
2 days	2.86	7 days	10.01	12 days	17.16
3 days	4.29	8 days	11.44	13 days	18.59
4 days	5.72	9 days	12.87	14 days	20.02
5 days	7.12	10 days	14.30	15 days	entire fee is only refunded when written

application has been made to the Camping Committee one month prior to the opening date of the period.

REGISTRATION

On the day the period opens, the local Camp Director will turn over to the Clerk the Registration and General Information Card (F. 166 and F. 173) which have been received from the Owasippe Office. These cards are to be placed in envelope for Troop Guide. (See Procedure for the first day of a period - page 1). When they are returned to the Clerk, they must not be taken from the Clerk's office again as they constitute not only the population record of the camp but also the individual advancement records of the boys.

This card file must be corrected as soon as possible so it will contain only the cards for boys and leaders who are actually in Camp and all cards for boys and leaders who failed to arrive must be returned to the Chief Clerk at the Owasippe Office on the second day of the period. The exact population should be determined and checked in the following ways:

1. Troop Guide population check.
2. Check Bank envelopes against Registration cards at time Troop Guide envelope is turned in.
3. Check your Troop totals with the bed check of the Assistant Camp Director. If there is a discrepancy, go to the Leader of the Troop and recheck his list. Any errors should be discovered at this time.
4. Check registration cards with Waterfront Activities Cards (F.208).

After all the camps have reported, the Chief Clerk will compile the population figures by camps. Copies of this report (Form #82) are sent to the local Camp Directors, the Owasippe Office directors, the Director of Camping Service, the Chairman of the Camping Committee, the Commissary Officer and the Camp Clerks.

CHANGES IN POPULATION

Any new arrivals in camp must be reported immediately on the Change in Population blank (Form #82). The new arrival's name, Troop number and first meal eaten, should be entered on the form. In the case of boys or leaders leaving Camp early, fill in the name, last meal eaten, and the reason why the person left. Fill out the form in triplicate for any changes in population; send one copy to the Chief Clerk, one to the Postal Clerk, and keep one for your own records.

POPULATION LISTS

The Clerk should make an alphabetical list of every person in his Camp, including the name of every Scout, Volunteer Leader, and permanent staffman. Three copies of the list should be made and should reach the following persons not later than 10:00 A.M. of the third day of the period:

1. Postal Clerk
2. Chief Clerk
3. Retained in Camp Office

It is suggested that this list be obtained by putting the General Information Cards in alphabetical order and copying the names from the cards. Troop numbers should be put opposite each name. Cards with the names of permanent staffmen should be inserted so their names will also appear in alphabetical order. Write "Staff" after these names. The number of names on this list must equal the total population of the camp; count them and make sure that the totals check.

STAYOVERS

Where Scouts stay for an extra period, they are expected to contribute their share to the actual cost of operating the camps; which explains the somewhat higher cost of a second period.

TROOP LEADERSHIP

All leadership considerations for Camp are based upon the fundamental Scouting principle of the Troop in Camp with the Scoutmaster.

Inasmuch as this is not always possible, the next source of leadership should be a member of the Troop Committee. The minimum age for such leadership is 21.

To encourage attendance of these leaders at Camp, Owasippe has consistently made a practice of reducing or eliminating the cost to them. The practice in force for the past several years has been to allow the leader 1/8 of the amount off the Board fee for each Scout from the Leader's Troop who is with him in Camp for the entire period. On such a basis, if a Troop has eight (8) boys, the Leader goes free, except for the transportation fee. If the Troop has sixteen (16) boys, a second leader may also go free. However, if a Troop has less than eight (8) boys, a charge is made on the following basis:

7 boys -	\$ 2.70
6 boys -	5.40
5 boys -	8.10
4 boys -	10.80
3 boys -	13.50
2 boys -	16.20
1 boy -	18.90

The following is a schedule of free leadership:

	8 boys - 1 free adult leader
	16 boys - 2 free adult leaders
	24 boys - 3 free adult leaders
Over	32 boys - 4 free adult leaders

COMBINATION OF TROOPS FOR FREE LEADERSHIP

Leaders may not combine Troops unless from the same parent institution.

When the Troop is entitled to a second or third leader, by virtue of the number of boys attending, these leaders may be 17 years of age or older; otherwise, boys under 21 are not acceptable under the Owasippe Leadership plan.

In Wilderness Camp, the Leader must be at least 21 years of age and additional leaders (18 or over) must attend in the following ratio: 16 or more boys, one additional leader; 32 boys or more, two additional leaders.

In order to be entitled to the Troop Award, Troops must have continuous leadership during the time they are in Camp. Should two leaders find it necessary to share the time at Camp because of their work, the first Leader must await the arrival in Camp of the second Leader before he may leave.

The Leader must be a registered officer or committeeman of the Troop or have submitted in person to the Camping Service the written approval of the Chairman of the Troop Committee.

In accepting the leadership of a Troop in Camp, the leader voluntarily assumes complete charge and full responsibility for the Scouts in his group.

Frequently, we have a situation where a Leader is registered officially in two or more Troops. Such a Leader may take boys from both Troops to Camp.

Sometimes a Commissioner or other Leader with no job and a desire for Camp will attempt to do his own recruiting. This Leader expects a period free. This type of policy defeats our Council policy of the Troop in Camp under own leadership. It is not permitted.

Leaders certificates for "Two Weeks in Camp" are awarded only to Leaders 21 years and older who are actually in charge of their own Troop in Camp. Assistants to the Leader are not awarded the certificates unless the Leader waives his right to receive one and designates one of his Assistants to receive it. Only one such certificate is awarded to a Troop during any one period.

FAMILY CAMP

The Family Camp is open to the immediate families of staff members and Scout Leader while they are in Camp. Leaders live in the boy's camps and take their meals in the boy's camps. All reservations for Family Camp must be made in Chicago - none will be accepted at Owasippe.

The Family Camp is not open to the families of the Scouts. If parents of Scouts are looking for a place to stay, they should be referred to the cabins at the head of the road into Camp or to the various resorts in Whitehall.

ADVANCEMENT RECORDS

The Local Camp Registration and General Information Card (F.166 and F.173) is arranged to provide an individual advancement record for each Scout. You will have these cards filed by Troops so the posting will require a minimum of time.

The head of each Department will have a supply of Merit Badge Certificates (Form #40). One of these, made out by an authorized Merit Badge Counselor, is given to a Scout upon completion of requirements for a Merit Badge. The Scout will turn all these Merit Badge Certificates over to his Troop Leader who will give them to the Assistant Camp Clerk for posting on Form #166.

These should be posted each day as received, then stamped with the name of the Scout Executive.

All the certificates from a Troop should be placed in an envelope with the Troop Leader's name on the outside, sealed, and included with the next mail delivery for the proper Campsite.

After the Board of Review is held each Saturday, the Board of Review Report (Form #35) will be turned in to the Assistant Clerk. The information from this should also be posted on Form #166.

Extreme caution must be used in making sure that all Advancement is properly recorded on Form #166, since this is the only source of advancement information the Record Service of the Chicago Council receives from Camp.

At the end of the period, a summary of all information on Form #166 will be transferred to the Camp Advancement Summary (Form #167). All Registration and General Information Cards (F. 166 & F. 173) will be turned in to the Chief Clerk on the last day of the period.

The Scoutcraft Report (Form #96) will be completed and turned in to the Chief Clerk at the Owasippe Office, along with the reports from the heads of the various departments and Form #167.

CANOE TRIPS --- PAYMENTS

When Form #138 comes to you for certification of payment, make out duplicate Bank Withdrawal Receipts for each boy, and mark the bank envelopes as with any withdrawal, but do not take any money from the Bank Withdrawal Fund. Instead, write a check for the total amount, and send it to the Chief Clerk, accompanied by the one copy of Bank Withdrawal Receipts, as part of the Daily Return. Issue a miscellaneous receipt to the leader for the amount. Place the carbon copy of the Bank Withdrawal Receipt in each boy's Bank Deposit Envelope.

If some of the boys do not have bank accounts, payment for those will be made in cash. You will still issue one receipt to the leader, indicating the amount received in cash, and the amount by check.

Never permit boys to withdraw money from their bank accounts and give it to you in payment for canoe trips. This would deplete your Fund to the point where it might be difficult to operate the Bank.

Each Scout should sign this Bank Deposit Envelope for the Canoe Trip withdrawal the next time he makes a withdrawal.

HONORS BOOKS

The Honors Books used by the boys for recording the various phases of border strip and numeral work, are not to be retained by the Camp. They are to be returned to the Scout at the close of the period after they have been properly recorded on the Advancement Records. Notation in ink is to be made on the cover of the book indicating what awards were presented on the basis of the completed requirements. This notation is to be initialed by the Clerk.

After the Honors Books have been returned to the Scouts, they may purchase the various border strips and the camp emblem at the store.

AGE, RANK AND SEASON STUDY

Each Scout will be given by the Troop Guide, upon his arrival at Camp, a card which will have on it space for entry of his present standing in Scouting, and his Scoutmaster's signature (F.173). The card will be collected when he checks into Camp and will form a part of the Clerk's record system. It is the Clerk's duty to prepare a summary of the information given on these cards. This summary is made in even numbered years only; that is, 1946, 1948, etc. This summary must, of course, be in agreement with the regular population record. Stayovers are not recounted, so it will be necessary for the Clerk to account for new boys only.

VOLUNTEER LEADERSHIP STUDY

This study is made in the odd years; that is, 1946, 1947, etc. Special Volunteer Leadership Study forms are given to the leaders to fill out and they are summarized by the Clerk on Form #139. Form #139 is then sent in to the Owasippe Office and given to the Assistant Chief Camp Director in charge of Program.

TRANSPORTATION

Shortly after the arrival of the Scouts, the Clerk will receive transportation orders belonging to the Scouts in each Camp. From them he will make up a Transportation Report (Form #84) showing how many boys and leaders came by bus, private car, etc. This report should be sent to the Office by the fifth day of the period.

The Transportation Orders should be kept in the local camp safe until the last day of the period. Since the orders will have been put numerically by Troops, in order to check them against the Registration List, they will be easy to distribute at the end of the period. On the next to the last day of the period, the Clerk should request the volunteer leaders to submit lists of every person under their supervision who is going home by bus. The Clerk then gets out the Transportation Orders and checks them against the name of those going home. He then puts the orders for one Troop in an envelope and gives it to the Leader on the last morning of Camp.

The Leader should be asked to check over the Transportation Orders and make sure that he has one for every person in his group who is going home by bus.

Transportation Orders belonging to stayovers should be put back in the safe. Where it is definitely known a Scout has gone home by auto and who is not going to use his Transportation Order, send it to the Owasippe Office with a note to that effect. This Transportation Order must not be resold or issued to any other person.

BUS SCOUT RATE

All Transportation Orders sold at the Chicago Office are priced at \$5.00 and are for round trip only. To obtain the special Scout rate, the camps must pay the round trip regardless of whether or not the return ticket is used. Therefore, one-way tickets cannot be sold nor can we purchase return tickets from holders. There is no refund for unused portions of tickets.

TRANSPORTATION - MUSKEGON TO CAMP

Scouts and Leaders arriving at other times than on the Boy Scout Bus Specials arrange their own transportation between Muskegon and the

It is impossible for the Camp to agree to meet such persons at Muskegon.

TRANSPORTATION ORDERS

Transportation Orders are good on the Boy Scout Bus Specials only and are dated and colored according to the period.

LONG DISTANCE TELEPHONE CALLS

All long distance telephone calls will be made from the Owasippe Office only upon written authorization of the local Camp Director or his Assistant. The charge for station-to-station call from Owasippe to Chicago is 75¢ during the day and 50¢ night rate. Person-to-person call is \$1.06 during the day and 81¢ night rate. These amounts include 25% tax. These amounts are for three conversations.

TELEGRAMS

The sending of telegrams follows the same procedure. The charge for telegrams to Chicago is 45¢ for ten words; 35¢ for 25 words, night letter. These amounts include the tax.

TELEPHONE DUTY - LOCAL CAMP

Someone must be on telephone duty from 9:00 A.M. until 10:00 P.M. This is the responsibility of the Clerk and Assistant Clerk until 6:30 P.M., when a staffman assigned to this duty takes over. It is suggested that some arrangements be made so the Clerks can participate in the Staff Swim Period. Either the Clerk or the Assistant Clerk should be on duty at all other times.

THE STORE

THE REQUISITION

Store supplies are secured by sending in requisitions (Form #3) to the Owasippe Office. The form is made in triplicate - the first two copies being sent to the Office by means of the "Out" box and the third copy being retained. The second copy is returned with the delivery and the various items are checked as either being filled, out of stock, or for future delivery.

Orders should be telephoned in to the Office only in an emergency when they cannot be given through the regular channels. Send in the requisition before the stock gets too low, since at least one day is required for delivery.

DELIVERY

The Assistant Distribution Officer fills the requisition and lists the items on a Delivery Ticket (Form #4) in triplicate. The original is signed by the storekeeper upon receipt of delivery. The storekeeper should check off the items received against the second copy of the delivery ticket which is sent with the delivery. If there is a discrepancy, the Assistant Distribution Officer should be notified immediately. The tickets are numbered consecutively by camp and care should be taken to keep them all, since they are used in making up the inventory.

STORE SELLING PRICES

The Assistant Distribution Officer will send each camp a list of the prices at which the articles in the store will be sold. A copy of this list should be placed on the inside wall of the store so it may be conveniently referred to. Second copy should be posted outside for buyers to refer to.

INVENTORY

The inventory is taken on the evening of the first Saturday of the period, and on the morning of the last day of the period. It includes the Camp Store and Handicraft sales reported in that day's Daily Return. The storekeeper and the Clerk should collaborate in making the inventory of the Camp Store. The inventory must be delivered to the Assistant Distribution Officer by the following noon.

The inventory, which is made in duplicate, consists of the opening inventory, goods received, closing inventory, goods sold, and the extensions. Except for the first week of the summer, the opening inventory is the closing inventory for the previous inventory period. The receipts are obtained from the delivery tickets; the closing inventory is a count of what is in stock; and the amount sold is computed from these. Opening inventory, plus receipts, less the closing inventory, gives goods sold. The goods sold are multiplied by their respective prices and the result entered in the extension column. The total of the extension column should equal the daily store sales for the inventory period.

Both copies of the inventory should be sent in, and they will be checked by the Assistant Distribution Officer. He will make any necessary corrections and send back the second copy, which is referred to in making the next period's inventory.

CHANGE

Camp Store will not order from the Trading Post. Individual may handle this personally by mail with money order or check, direct.

FRIDAY ORDERS

Store orders for the weekend should be requisitioned on Thursday for distribution on Saturday. There are no Sunday deliveries.

PREPARED:

Camping Service
Chicago Council, BSA
6/15/43

Revised: 6/1/44 - H.N.

6/1/45 - H.S.

4/25/46 - W.J.S.

It is suggested that persons having Registered, Insured or Special Delivery mail be notified in either of these two ways:

1. Read out the names in the Dining Hall, and state at what hour the mail may be secured.
2. Give the Scoutmaster or Site Leader of the Troop a notice that the Scout has this type of mail, and when it may be picked up.

POSTAGE DUE

When mail arrives at the Owasippe Post Office with insufficient postage, a notice will be sent to the person to whom the mail is addressed. They can secure the mail by sending the required money to the Owasippe Post Office or by calling for it and paying the fee.

OUTGOING MAIL

The Camp Clerks shall bear in mind the fact that the mail must be delivered to the Post Office truck in Whitehall before a definite time each Day. They should, therefore, have the Outgoing Mail sorted, counted, tied and sacked by the time the mail carrier arrives, so there will be no delay in dispatching it. Delay in one camp means delay in all camps.

If Camp Officials have important mail which cannot be ready at the time of the carrier's scheduled arrival, it will still be possible to get it off the same day if it is delivered to the Post Office at the Owasippe Office not later than 3:00 P.M.

In preparing the first class outgoing mail, the Camp Clerk shall separate letters, post cards, souvenirs, special delivery letters and letters which require more than 3¢ postage. Letters addressed to Chicago should be separated from those going elsewhere, and a similar separation should be made of postcards.

There are certain rules to be followed in preparing this outgoing mail. Letters should be tied in bundles of not more than 50 and post cards in bundles of not more than 75. These should be sorted so the address sides are all faced one way and the stamps are all in the upper right hand corner. Letters and post cards must be bundled separately unless the number of each is less than 10. All bundles must be securely tied so they will not come apart in transit. The twine used in bundling your incoming mail should be saved and used for this purpose. On top of each bundle, a slip of paper must be inserted on which is given an accurate count of the contents of that bundle. Special Delivery letters shall be separated from the regular mail. If the number is insufficient to bundle separately, they may be bundled with the regular letters but they MUST BE PLACED ON TOP of the bundle and the contents must be itemized on the counting slip. The bundles and parcels should then be packed into mail bags which are to be securely fastened.

Mail must not be allowed to accumulate in the local camp post office. If mail has been delivered to the wrong camp, it should be promptly returned to the Post Office.

Mail to be forwarded to someone who has been in Camp and left, should be sent to the Chief Clerk for re-addressing and forwarding.

No addresses are kept at the Owasippe Post Office. Such mail, to be forwarded, shall be sent to the Chief Clerk at the Owasippe Office at the earliest possible time.

PARCEL POST

Parcel Post leaves the Owasippe Post Office daily. If inconvenient to bring outgoing Parcel Post to the Post Office, it may be sent with your outgoing mail. However, sufficient money MUST be sent with the mail carrier to pay for postage and insurance if you desire the parcel insured. Please state amount of insurance you desire. If more money is sent than is required, the balance will be returned to sender by the next mail delivery.

MONEY ORDERS - REGISTRY SERVICE

Money orders may be cashed and written at the Owasippe Post Office. Likewise, valuable letters may be sent Registered Mail from this Office. Discourage the practice of sending currency in letters. We offer these services for your protection.

SPECIAL NOTICE

Postage rates for letters are 3¢ per ounce or fraction thereof. For Post Cards, 1¢. Clerks shall take care to see that letters have the proper postage. At the same time, check to see that each piece of mail carries a complete and legible address.

MAIL STORAGE

Should there, for any reason, be delay in the delivery of letters or packages, they must be kept in a locked drawer or room. Some Camps can use their stores for this purpose. Mail, which for any reason cannot be delivered to the addressee on the day of receipt, must be given to your Director or his Assistant. He will give you instructions for its disposal.

Forms and Form Numbers used by Clerical Staff

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Order for Currency	18
Daily Return	19
Board Receipt	20
Population Blank	32
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Order for Withdrawal	90
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Age Rank & Season Study	223
Meal Ticket	225
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MEMO TO: All Camp Directors

Assistant Camp Directors

Camp Clerks

cc: Jim Cornell

Robert E. Fegel

Robert Thompson

Jack H. Forz

SUBJECT: Forms distributed to Camps Beard, Stuart, and West on
initial form distribution (Pre-Camp)

Date: June 26, 1948

FORM NUMBER	NAME	AMOUNT
4263	Second Class cards test record	150
	Second Class Cards (blue)	50
4264	First Class cards test record	50
	First Class cards (orange)	50
	Troop Leader Plan Book	10
	Lone Troop Swimming	10
42A	Hiking Menus	25
41	Food Requisitions	15
	Owasippe Stationary	25
80	Honors Manual	30
71	Camp Baggage Tags	25
53	Program of Troop Activities	25
138	Instructions for Canoe Trips	15
32	Change in Population Report	25
118	Owasippe Hiking Map	125
61	Petty Cash Receipts	100
19	Clerk's Daily Return	20
	Medical Examination Blanks	100
208	Doctor's Okay Cards	200
	Plain Paper	500
78A	Senior American Red Cross Examination	30
199	Scoutleaders' Specialty Course	15
115A	Ranger Inventory	3
225	Meal Tickets	
	West - #701 to 750	
	Beard - #565 to 600	
	Stuart - #508 to 549	
207	Request for Refund	12
236	Non-Paying Guest Report	5
197	Provisional Troop Report	3
220	Troop Guides Packet	20
188	Hospital Laundry Requisitions	5
213	Check-out and Check-in Form for Hikes	25

FORM NUMBER	NAME	AMOUNT
161	Table Detail Assignment Sheet	25
289	Hiking Equipment Record	25
209	Tent Assignment Sheet	50
	Merit Badge Cards	400
192	Check List for Merit Badges	10
180	Camp Activities	20
137A	Who May Use Rowboats and Canoes	20
60	Commissary Serving Record	12
163	Day by Day Bed Check	10
240	List of Troops Receiving Troop and Patrol Awards	12
18	Mail Notice	15
223	Age, Rank, and Season Study	10
177	Table Leaders	20
144	Ice Box Temperature Reading	6
98A	Aquatic Inventory	8
223A	Stayover Age, Rank & Season Study	6
204	Daily Camp Service Detail	15
175	Scoutleaders' Two Weeks in Camp	15
97	Boat and Canoe Permit	250
16	Miscellaneous Receipts	
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	West - #401 to 450	
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	Ranger Manual Standard List of Equipment	6
39	Master Program Charts	6
3	Requisitions	25
21	Soiled Linen Form	12
35	Camp Board of Review Reports	25
34	Camp Achievement Record	50
	Adding Machines	
	Stuart - #9-1163918	
	West - #68RV353	
	Beard - #8-1161659	

(As soon as the typewriters arrive from Muskegon, they will be forwarded to the Camp Clerk).

Kathleen L. Pers
Chief Clerk